

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY  
ADMINISTRATORS**

**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 5/1/2014**

**BOARD MEMBERS PRESENT:** Heidi Brough Nye - Chair  
Ann L Moss  
Benjamin E Doty  
Kristen E Hyde  
Linda L. Simon

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, Legal Counsel  
Eric Nelson, Board Prosecutor  
Carrie Gilstrap, Technical Records Specialist II

**OTHERS PRESENT:** Jamie Simpson, Facility Standards  
Robert Vande Merwe, IHCA/ICLA  
Tony Smith, IHCA  
Kris Ellis, IHCA  
Denya Dabney  
Belinda Purdy  
Jodie Brennan  
Jennifer Anissa Rocha

The meeting was called to order at 9:00 AM MDT by Heidi Brough Nye.

**APPROVAL OF MINUTES**

Ms. Simon made a motion to approve the minutes of 1/23/2014. It was seconded by Ms. Hyde. Motion carried.

Mr. Doty made a motion to approve the minutes of 2/11/2014 with the noted corrections. It was seconded by Ms. Hyde. Motion carried.

**LEGISLATIVE REPORT**

Ms. Cory gave the legislative report.

**FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board has a negative cash balance of (\$24,186.66) as of 3/31/2014.

### **FEE INCREASE PROPOSAL**

Ms. Hall presented a spreadsheet of different scenarios for increasing the Board's fees. The Board tabled this discussion until after the disciplinary cases were presented.

### **DISCIPLINE**

Mr. Nelson presented a memorandum regarding case number RCA-2014-5. A motion was made by Ms. Simon to accept the recommendation and close the case without imposing any discipline against the Respondent's license. It was seconded by Ms. Hyde. Motion carried.

Mr. Nelson presented a memorandum regarding case number RCA-2014-6. After discussion, the Board gave recommendations for appropriate discipline.

Mr. Nelson presented a memorandum regarding case number RCA-2014-7. After discussion, the Board gave recommendations for appropriate discipline.

Mr. Nelson presented a Stipulation and Consent Order in cases RCA-2014-3 and RCA-2014-4. Ms. Simon made a motion to approve the Consent Order and allow the Board Chair to sign on behalf of the Board. It was seconded by Ms. Hyde. Motion carried.

### **EXECUTIVE SESSION**

Ms. Moss made a motion that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Simon. The vote was: Ms. Simon, aye; Ms. Hyde, aye; Ms. Moss, aye; Ms. Brough Nye, aye; and Mr. Doty, aye. Motion carried.

Ms. Moss made a motion to come out of executive session. It was seconded by Ms. Simon. The vote was: Ms. Simon, aye; Ms. Hyde, aye; Ms. Moss, aye; Ms. Brough Nye, aye; and Mr. Doty, aye. Motion carried.

### **NEW BUSINESS**

Ms. Simpson reviewed a draft of the Criteria for Sharing Administrators Between Facilities: Proposal for Policy Change. The Board made some recommendations. The Board commended the committee on the work it has done. No further action was taken.

Mr. Vande Merwe addressed the Board regarding the Headmaster exam and limiting how often and/or how soon an applicant can take the exam after failing. The Board suggested the testing company put limits on how often and/or soon someone can take the exam for a third time. The Board suggested waiting 90 days before taking the exam for a third time. Mr. Vande Merwe will take this up with the testing company and follow-up with the Board.

Mr. Vande Merwe addressed the Board regarding continuing education certificates and the time and cost of keeping track of all the certificates. He suggested passing out a blank certificate and allowing the attendee to fill out the number of hours they attended. The Board discussed different ways to provide continuing education certificates. One suggestion was to hand out the certificates at the end of the session. No further action was taken.

## **EXECUTIVE SESSION**

Ms. Hyde made a motion that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Mr. Doty. The vote was: Ms. Simon, aye; Ms. Hyde, aye; Ms. Moss, aye; Ms. Brough Nye, aye; and Mr. Doty, aye. Motion carried.

Ms. Moss made a motion to come out of executive session. It was seconded by Ms. Hyde. The vote was: Ms. Simon, aye; Ms. Hyde, aye; Ms. Moss, aye; Ms. Brough Nye, aye; and Mr. Doty, aye. Motion carried.

## **APPLICATIONS**

RCAA-1930 Ms. Moss made a motion to approve Randall Hill for a provisional permit. It was seconded by Ms. Simon. Motion carried.

RCAA-1929 Ms. Moss made a motion to approve Amber Denise Copeland for examination. It was seconded by Ms. Simon. Motion carried.

APPLICANT ID 901132794 Ms. Simon made a motion to hold the application pending receipt of additional documentation and its approval by the Board Chair. It was seconded by Ms. Hyde. Motion carried.

RCAA-1920 Ms. Simon made a motion to approve Jodie Brennan for examination. It was seconded by Mr. Doty. Motion carried.

APPLICANT ID 901131821 Ms. Simon made a motion to hold the application pending receipt of additional information. It was seconded by Ms. Hyde. Motion carried.

APPLICANT ID 901131414 Ms. Simon made a motion to hold the application pending receipt of a complete file. It was seconded by Ms. Hyde. Motion carried.

### **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

### **FOR BOARD DETERMINATION**

Ms. Hyde made a motion to approve the Bureau's recommendation and authorize closure in case I-RCA-2013-1. It was seconded by Ms. Moss. Motion carried.

Ms. Simon made a motion to approve the Bureau's recommendation and authorize closure in case I-RCA-2013-19. It was seconded by Ms. Moss. Motion carried.

### **REPORT ON COMPLAINTS**

Ms. Peel provided a report to the Board summarizing the types of complaints received and the outcomes for the previous five years.

### **FEE INCREASE PROPOSAL**

Following discussion, Ms. Simon made a motion to direct Bureau staff to draft proposed changes that would increase its application, temporary and renewal fees to \$150 for the Board to review during its next scheduled meeting. It was seconded by Ms. Moss. Motion carried.

### **TO DO LIST**

The Board asked that the following items be placed on its next agenda for discussion:

- possible revisions to the log form
- possible increase in the number CE hours required
- ability to supervise licensees who are on probation
- ways to reduce investigation costs

### **NEW BUSINESS**

### **NATIONAL ASSOCIATION OF ADMINISTRATOR BOARDS (NAB) ANNUAL MEETING**

Ms. Moss made a motion approve the expenses for Ms. Brough Nye to attend the annual NAB meeting. It was seconded by Ms. Hyde. Motion carried.

**NEXT MEETING** was scheduled for July 24<sup>th</sup> at 9:00 AM.

**ADJOURNMENT**

Mr. Doty made a motion to adjourn the meeting at 1:23 PM. It was seconded by Ms. Simon. Motion carried.

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Heidi Brough Nye, Chair

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Ann L Moss

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Benjamin E Doty

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Kristen E Hyde

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Linda L. Simon

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Tana Cory, Bureau Chief